

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROJECT MANAGER I -  
Information Technology

SALARY GROUP: B20

DEPARTMENT: Information Technology Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Lynn Ayala DATE: 03/17/2016

POSITION #: 008236

**I. JOB SUMMARY**

Performs routine project management work. Work involves coordinating the planning and initiation of projects at various levels of completion; monitoring the progress and schedule of projects; communicating with project stakeholders, management, and other relevant parties; and coordinating the work of others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Coordinates, plans, and organizes information technology project activities using accepted project management methodologies; assists in obtaining authorization and commitment and in demonstrating business need and project feasibility; and conducts gap analyses to assist in evaluating alternative solutions.
- B. Assists in developing criteria for evaluating programs, proposals, and other project information; identifies potential project risks and difficulties and recommends strategies to mitigate or avoid them; and monitors and manages project quality to ensure project outcomes are acceptable and fulfill project specifications.
- C. Participates in all phases of project management; assists with the development of business cases, project charters, stakeholder analyses, and gap analyses; and assists in developing and maintaining project management plans, project budgets, project schedules and work plans, and other management plans, reports, and analyses.
- D. Coordinates project activities with program staff, agency management, organizations, contractors, and other agencies; and communicates and explains project methodology and processes to team members, program staff, and other interested parties.
- E. Compiles and distributes project information and metrics, project status reports, and project budget and resource expenditures.
- F. Coordinates the work of team members to ensure assigned projects meet specified goals, objectives, and deadlines.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE:   PROJECT MANAGER I -  
                                  Information Technology

SALARY GROUP:     B20

DEPARTMENT:       Information Technology Division

Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Project Management, Business Administration, Computer Science, Management Information Systems, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning data processing, information technology, or management information systems experience.
3. Information technology project coordination or project management experience preferred.

**B. Knowledge and Skills**

1. Knowledge of project management theories and practices.
2. Knowledge of state and federal laws, rules, regulations, and statutes relevant to the administration of projects.
3. Knowledge of current information systems technologies, practices, and procedures preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to coordinate, plan, and organize project activities.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill to identify problems, evaluate alternatives, and implement effective solutions.
8. Skill to review technical data and prepare technical reports.
9. Skill to communicate ideas and instructions clearly and concisely.
10. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE:   PROJECT MANAGER I -  
                                  Information Technology

SALARY GROUP:     B20

DEPARTMENT:       Information Technology Division

Page 3 of 3

11. Skill in administrative problem-solving techniques.
12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
13. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
14. Skill to prepare and maintain complex records and files in an automated system.
15. Skill in public address.
16. Skill to coordinate the work of others.
17. Skill in the use of project management computer software preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, digital recording devices and equipment, television, and automobile.